


**EAST BAY REGIONAL PARK DISTRICT
BOARD EXECUTIVE COMMITTEE MEETING
AGENDA STAFF REPORT**

DATE	April 30, 2025
TITLE	Board Executive Committee 2025 Work Plan
DIVISION	General Manager's Office
FROM	Amanda Gallo, Assistant to the General Manager
APPROVED	Sabrina Landreth, General Manager 

RECOMMENDATION

This report is informational only and establishes a 2025 Board Executive Committee Work Plan to achieve the objectives for the committee stated in the Board Operating Guidelines.

BACKGROUND

This report establishes a 2025 Board Executive Committee Work Plan which identifies matters of the East Bay Regional Park District that require the advance consideration of the Board Executive Committee who serves in an advisory capacity to the full Board of Directors in the formulation of policy and other Board actions, per the Board Operating Guidelines. The Work Plan is intended to serve as a planning tool both for staff and Directors, as it provides a preview of agenda items that will be brought forward in calendar year 2025.

The Work Plan includes the dates, topics and the Division leading certain items planned for the year. Additional items may be added to the Board Executive Committee's agenda as requested by members of the Committee, or as determined appropriate by staff.

The Board Executive Committee meetings are held the 4th Wednesday of each month at 11:00am, unless otherwise noticed. No meeting will be held in the month of July. All Board Executive Committee meetings allow for remote or in person attendance.

ANALYSIS

Board Committees serve in an advisory capacity to the full Board in the decision-making process. Committees review and make recommendations to the full Board. The following are Executive Committee related responsibilities as outlined in the Board Operating Guidelines:

2.2.4. Board Committees

- 1) Standing Committees: Standing Committees of the Board deal with broad sets of issues generally with internal focus. The Standing Committees include, but are not limited to:
 - a. Executive Committee is chaired by the President and includes the Vice President, the Immediate Past President if available, and Treasurer if the immediate Past President is not available. The Executive Committee shall be primarily responsible for job clarification areas #1: Maintaining an Effective Board, #4: Wages, Benefits, Hours, and

Terms of Employment, and #6: Community-Agency Relations, including review and recommendations relating to District planning documents.

Section 3.1.2 Board Role in Maintaining an Effective Board

To perform effectively, the Board will establish internal operating policies in compliance with legal requirements. This area of activity is primarily the responsibility of the **Board Executive Committee**.

Responsibilities:	Method of Implementation:
a. State duties and responsibilities of the Board and Board Officers.	Board Operating Guidelines, Section 2.2.1 - Board Officers and Committees. and 2.2.2 - Duties of Officers.
b. Delineate rules for election, term and replacement of officers of the Board.	Board Operating Guidelines, Section 2.2.1 - Board Officers and Committees. and 2.2.2 - Duties of Officers.
c. Define rules for formation and conduct of Board Committees.	Board Operating Guidelines, Section 2.2.4 – Board Committees.
d. Delineate rules for conduct of Board Meetings.	Board Operating Guidelines, Sections 4.1 - Board Meetings – Notice and Schedule, 4.2 - Open Board Meetings and 4.3 - Closed Board Meetings.
e. Provide for orientation of new Directors to Board responsibilities and to District management and operations.	Board President and General Manager. Board Operating Guidelines, Section 2.1.6 - Election of Directors, New Board Member Orientation.
f. Determine what information should be prepared and presented to the Board, including timing of such presentation.	Board President and General Manager. Board Operating Guidelines, Section 4.2 - Open Board Meetings.
g. Maintain communication channels which ensure that Directors are informed of significant activities, especially in their own wards.	General Manager's letters, Board Packet and regularly scheduled meetings between Board members and the General Manager. Board Operating Guidelines Section 4.2 - Open Board Meetings.
h. Review the definition of the Board's role and revise as appropriate.	Periodic review of Board Operating Guidelines.
i. Annually convey the District's needs to the PAC Chair and PAC Subcommittee.	Board President and General Manager shall meet with the PAC Chair. Resolution of the Board required. (Appendix C - PAC – Goals, Objectives, and Assignments)

The attached 2025 Board Executive Committee Work Plan aims to include agenda topics under the purview of the Board Executive Committee and includes the dates, topics and the Division leading certain items planned for the year. Additional items may be added to the Board Executive Committee's agenda as requested by members of the Committee, or as determined appropriate by staff.

FISCAL IMPACT

None.

ATTACHMENTS

A. 2025 Board Executive Committee Work Plan